

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

October 11, 2007

4 Page Document

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<b>TITLE:</b>	Clinical Program Manager
<b>POSITION NO:</b>	11014
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$39,488 - \$44,754 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Monday, October 22, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Travel both in-state and out-of-state as needed. This position has regular contacts with providers, other state and federal agencies and representatives, other local and state programs, and other Medicaid staff, contractors, and vendors. Occasionally, the position interacts with family members and advocates.

If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess the required education and all but two years of mental health program related experience. Salary depends upon education and experience.

**TYPICAL DUTIES:** This position oversees the development, administration, and successful operation of specific services for the treatment of youth with serious emotional disturbances. These services include, but are not limited to, targeted youth case management, and community based psychiatric rehabilitative services (CBPRS), outpatient therapies, therapeutic foster care, therapeutic group care, day treatment, psychiatric residential treatment, and acute and sub-acute hospital services. This position is responsible for program development, implementation, rule writing, and budget management; clinical consultation for other bureau staff; determining clinical eligibility for various

children's mental health plans; and serving as liaison for the Children Mental Health Services Plan (CMHSP).

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of program and budget management; Medicaid administrative rules; planning and training design; research and policy analysis; and effective clinical treatment for youth with serious emotional disturbances.

Skills: Skill in planning and coordination; technical and rule writing; communication; conflict resolution; policy analysis and application; networking; research and information gathering; and clinical and diagnostic theories.

Abilities: Ability to work independently; make decisions under stress; evaluate programs; conduct administrative reviews; build working relationships; write clearly and concisely; and solve problems.

**EDUCATION/EXPERIENCE REQUIRED:** Post-graduate degree in counseling, psychology or social work with eligibility for licensure **AND** three years of program management experience including design, delivery, or management of services to youth with serious mental illness. Experience in provision of mental health treatment or management of mental health treatment for youth with serious emotional disturbance and their families is preferred. Other equivalent combinations of education and experience will be evaluated on a case-by-case basis.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box

4210, Helena MT 59604; **OR if unforeseeable circumstances occur, transcripts may be brought to interview.**

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.